

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Occupational Therapist	JEID	JO473
Salary Grade:	M		
Team:	Learning Disability Team		
Service Area:	Disability Service		
Primary Location:	Saltisford Office, Warwick or Kings House, Bedworth		
Political Restriction	This position is not politically restricted.		
Responsible to:	Operations Manager		
Responsible for:	Occupational Therapists and Occupational Therapist Assistants		

Role Purpose

To manage and supervise a team of staff which includes Occupational Therapists and Occupational Therapist Assistants.

Role Responsibilities

- **Principle duties:**

The Senior Occupational Therapist will be responsible:

- To provide case management relating to Occupational Therapy that relates to adults with Learning Disability and/or Autism. To support the application of VdTMoCA skills assessment, APOM outcome measures and Sensory assessments.
- To manage and supervise all interventions by Occupational Therapists and Occupational Therapist Assistants through caseload management and supervision.
- To oversee incoming work and Occupational Therapy waiting list and complete allocations based on risk and priority. Consider and authorise assessments, reviews, support plans and risk assessments.
- To approve budget requests for care packages in accordance with the scheme of delegation.
- To promote Reablement, equipment and assistive technology at the beginning of a customer's journey to prevent the need for large/care packages and ensure cost effective service delivery.

- **General responsibilities:**
- To manage and supervise a team that may include Occupational Therapist, Occupational Therapy Assistants, Social Care Practitioners.
- To be responsible for the management of incoming work including prioritisation and allocation through caseload management of team members, reviews and closure of cases.
- To support staff to focus on customer strengths, utilising a strengths-based approach.
- To support staff to enable customers to identify outcomes, meet their full potential and maximise their independence by utilising equipment, community resources and universal services.
- To be responsible for ensuring that information systems are developed and maintained that will enable statistical analysis of the performance of the service.
- To build and maintain links with local voluntary and statutory agencies that promote the service and encourage good joint working relationships to enhance high quality service outcomes.
- To be responsible for managing delegated budget allocations in accordance with service needs and the Council procedures for financial management and ensure cost effective service delivery.
- To be responsible for the monitoring and auditing the quality of service provided by the team and ensuring any corrective measures are taken to meet the objectives set for the team.
- To maintain a knowledge and expertise of the work of the Directorate to contribute to the development of services and the development of best practice systems and protocols which support the delivery of a quality service and reflect any changes required.
- To deputise for the Operations Manager in their absence.
- Takes responsibility for personal and corporate aspects of health and safety as they relate to this post.
- Performs all of the above in accordance with statutory and directorate policies and procedures.
- Can be available to work within any of the Council's localities.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Holds DIPCoT, BSc or equivalent in Occupational Therapy and current registration with the Health and Care Professions Council (HCPC).	A, D
The ability to independently interpret and analyse varied and complex information or situations and produce solutions.	A, I
The ability to respond to the moving & handling needs of care staff and customers/residents which may be difficult to placate.	A, I
To have a recognised (or potential to have) qualification in moving and handling e.g. key trainer and demonstrate continuous professional development in moving & handling.	A, I

The ability to act on behalf of WCC as an advocate in a formal setting	A, I
Experience of change management and/or project work	A, I
Able to work autonomously in challenging situations.	A, I
Have a high interest and desire to improve services for customers/residents	A, I
Able to confidently and consistently deliver information and adapt learning styles to suit different people/audiences.	A, I
The ability to make frequent/difficult decisions, prioritise and exercise initiative independently under pressure.	A, I
Demonstrates advanced negotiating, influencing and problem solving skills in order to drive and embed best practice in moving & handling	A, I
Experience of developing and maintaining partnership working across different teams/services.	A, I
Understanding of key legislation and regulatory requirements relevant to moving and handling and the teaching/training role	A, I
Has a clear understanding of the value of outcome measures and reporting metrics.	A, I
Understand the importance of anti-discriminatory practice in employment, training and service provision	A,
Able to use IT systems such as Power point, word, XL and other training materials.	A,
Understand and respect the importance of confidentiality.	A,
Mobility is essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid where necessary in order to travel effectively throughout the County.	A,
Satisfactory checks through the Disclosure and Barring Service (DBS)	

Desirable Criteria

Assessed By:

Trained in VdTMoCA skills assessment, APOM outcome measure and Sensory Assessments	A,
To have had previous experience of working with adults with a Learning Disability and/or Autism Spectrum Disorder (ASD)	A,
To have previous experience of supervision and management	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/	<input type="checkbox"/> Restricted postural change – prolonged sitting

repetitive basis	
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	